# **PERSONAL DETAILS**

Name in English Sum Suet Yee

Sex Female

Date of Birth 17 October 1978

Place of Birth Hong Kong SAR

Marital Status Married

Address Flat B, 23/F, Block 1

Greenview Court

644 - 654 Castle Peak Road

Tsuen Wan, N.T.

Telephone No 9672 6277 (Mobile)

E-mail Address rurusum@gmail.com

## EDUCATION

Jul 2003 - Oct 2006 Bachelor of Business (Human Resource Management)

University of South Australia/SCE-Hong Kong Baptist University

Sept 1998 - Jun 1999 One-year Certificate Course in Secretarial Studies

Sacred Heart Canossian Commercial School

Sept 1997 - Jun 1998 Two-year Diploma Course in Secretarial Studies

Sacred Heart Canossian Commercial School

Sept 1991 - Jul 1997 Secondary Education (M1 - M5)

Pooi To Middle School

**QUALIFICATIONS**

Apr 2000 **Pitman Qualifications**

First Diploma in Secretarial and Administration

June 1999 **London Chamber of Commerce & Industry Examinations Board**

Subject Level Results

Typewriting 3 Pass with credit

June 1998 Book-keeping 1 Pass with credit

**QUALIFICATIONS (cont’d)**

June 1999 **Pitman Qualifications**

Subject Level Results

English for Business Communications 2 Pass

Office Procedures 2 Pass

Shorthand Speed 60 wpm Pass

Word Processing Intermediate 1st Class

Word Processing Advanced Pass

June 1998 English for Office Skills 1 Pass

English for Business Communications 1 Pass

Book-keeping & Accounts 2 1st Class

Mar 1997 Typewriting Intermediate Pass

May 1998 **Hong Kong Certificate of Education Examination**

Subject Results

English Language (Syllabus B) E

Geography E

May 1997 Chinese Language E

Chinese History E

Economics E

English Language (Syllabus A) C

Typewriting (Manual) B

## LANGUAGE SKILLS

English Written & Spoken Good

Chinese Written Fluent

Cantonese Spoken Fluent

Putonghua Spoken Fair

## TECHNICAL SKILLS

Shorthand Speed 60 wpm

Typewriting Speed 75 wpm

Computer MSWord (Chinese & English) Competent

PowerPoint Competent

MSExcel Competent

MSAccess Fair

Dreamweaver 2004 Good

Photoshop CS2 Good

#### WORKING EXPERIENCE

Oct 2011 - Aug 2016 Personal Assistant

Cheung Tong & Rosa Solicitors

*Superior :* Partner

*Job Duties :* Routine secretarial duties and handling personal affairs for a Partner. I was responsible for scheduling meetings and appointments, drafting correspondences, coordinating travel arrangement, handling correspondences, filing, maintaining annual leave records, arranging reimbursements, answering and making phone calls, updating Partner’s personal profile, preparing presentation materials, assisting Partner in preparing decisions, coordinating and participating in organising events and seminar with government Board and Tribunals.

Aug 2010 - Jul 2011 Senior Secretary

Clinical Trials Centre, LKS Faculty of Medicine

The University of Hong Kong

*Superior :* Professor & Director (Foreigner)

*Job Duties :* In-charge of General Office & supervising 3 subordinates, handling personal affairs for director, arranging meetings, travel arrangement, preparing itinerary, taking minutes, drafting correspondences, handling reimbursements, payments and petty cash, assisting in performing human resources functions, arranging printing of booklets and journals, organizing in examinations, handling incoming and outing correspondences, answering and making phone calls, receiving foreign visitors, organizing events and participating in CTM Conference.

Jan 2008 - Aug 2010 Secretary

Swire Properties Limited

*Superior :* Senior Project Manager and Project Manager

*Job Duties :* Arranging meetings, travel arrangement, preparing itinerary, handling personal affairs for Project Manager, drafting correspondences, preparing projects reports and financial report, handling reimbursements and payments, organizing events, handling incoming and outing correspondences, filing, answering and making phone calls.

#### WORKING EXPERIENCE (cont’d)

Feb 2007 - Jan 2008 Secretary

ARCH Capital Management Co. Ltd

*Superior :* Director - Investment and Director - Project (Foreigner)

*Job Duties :* Arranging meetings, travel arrangement, preparing presentation slides and materials, arranging printing of booklets, preparing itinerary, reimbursement arrangement, receiving foreign visitors, handling incoming and outing correspondences, arranging stationeries and office supplies, filing, answering and making phone calls.

Jul 2004 - Jan 2007 Secretary II

CECID, Department of Computer Science

The University of Hong Kong

*Superior :* Associate Dean of Engineering,Professor

*Job Duties :* Arranging meetings, travel arrangement, preparing itinerary, handling personal affairs for director, handling reimbursements and payments, book-keeping, updating website, arranging printing of booklets, receiving foreign visitors, drafting correspondences, handling incoming and outing correspondences, arranging stationeries and office supplies, filing, answering and making phone calls, organizing events, participating in conferences and maintaining contact database.

Apr 2000 - Jul 2004 Junior Secretary

The Wharf (Holdings) Limited

*Superior :* Manager, Property Development Department

*Job Duties :* Arranging meetings, preparing schedule, handling personal affairs for manager, handling payments, receiving guests, drafting correspondences, handling incoming and outing correspondences, arranging stationeries, filing, answering and making phone calls, and participating in sales launch.

Jul 1999 - Mar 2000 Junior Secretary

LandElite Surveyors Limited

*Superior :*Secretary

*Job Duties :*Arranging meetings, typing correspondences, receiving guests, handling incoming and outing correspondences, arranging stationeries and office supplies, filing, answering and making phone calls and despatching documents.

## DATE OF AVAILABILITY

Immediate available

**REFEREES**

Prof. David Cheung Prof. Johan Karlberg

Associate Dean of Engineering Professor & Director

Department of Computer Science UNIMED Medical Institute

The University of Hong Kong 10/F, 72 Gloucester Road

Room 301, Chow Yei Ching Building Wanchai, Hong Kong

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